CREATING/SUBMITTING SUB-FORMS

New studies are submitted to HiREB as a new project, using the applicable application form. Once the study has been approved, ongoing submissions are made by creating and submitting a sub-form.

Sub-forms for HiREB projects are submitted electronically through the eREB system. Paper submissions are no longer accepted.

Types of Sub-Forms

- Amendment Form
- Annual Renewal Form
- Study Update Form – DSMB/C, sponsor letters, memos, etc. – minor documents only requiring acknowledgement
- Protocol Deviation Form
- Local Serious Adverse Events (LSAE) Form
- Non-Local Serious Adverse Events (NLSAE)
- Study Completion Form

Create/Submit a Sub-Form

1. Log in to eREB.
2. From the Work Area, select the project for which you wish to create a sub-form.
3. Press the “Create Sub Form” button on the left hand action toolbar.

4. Select the applicable sub-form from the list.
5. Complete the application, uploading clean and tracked-changes documents as applicable. Once the sub-form has been completed, it must be signed by the Local Principal Investigator (LPI). The sub-form will automatically submit once the LPI’s signature is received.

Things to note:

- Most sub-forms will only become available after your initial REB application has been approved.
• The process for responding to requests from HiREB is the same for sub-forms as for the initial review. Please do not create a new sub-form – changes are submitted via the same application that was submitted originally.

Deleting a Sub-form

Sub-forms can only be deleted if they have never been submitted to HiREB. Once a sub-form has been submitted, it can only be withdrawn – it cannot be deleted.

To delete a form:

1. From the Work Area, select the project for which you wish to create a sub-form.
2. Select the applicable sub-form from the project tree.

3. Press the “Delete Form” button from the left-hand action toolbar.

4. Press the green “Delete” button.

Questions?

Should you have any questions or require further assistance, please contact Mirela Lukac, the eREB Helpdesk Administrator: 905 521-2100, ext 70014 or eREBhelpdesk@hhsc.ca.